

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

April 28 - [City Council Meeting Agendas](#)

Looking Ahead

Most regulatory boards will be meeting virtually including City Council beginning April 28.

Tuesday, April 21: Economic Development Authority, Planning Commission meetings

Thursday, April 23: Parking Authority meeting

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Winchester Parks and Recreation has posted a series of fitness and recreational videos for local residents to enjoy while doing their part and staying home. Visit the [Parks website](#) to watch the videos.

City Manager's Activities

Our condolences to the family of former Winchester City Manager Wendell Seldon who recently passed away (served as Assistant City Manager from 1947-1967 and City Manager from 1967-1986).

The FY21 budget was presented to Council on April 14. The discussion will continue at the [April 28 meeting](#).

The number of positive COVID-19 cases in the Lord Fairfax Health District seems to be slowing. Social distancing is working. We urge local residents to continue doing their part and stay home.

Public Safety

Winchester Police

- Awarded Telecommunicator of the Year to Elizabeth Thurman. Award ceremony was part of National Public Safety Telecommunications Week observation, which included a social media campaign.
- Continued Birthday Wishes program with 11 celebrations this past week and 13 scheduled for next week.
- Released episode 2 of the Defrost podcast and met with production to discuss the next episode and bonus content.
- Attended Drug Court meeting and meeting with Grafton School.
- Crime stats:
 - Crimes against persons (felony) - 1
 - Crimes against persons (misdemeanor) - 4
 - Burglaries (residential) - 0
 - Burglaries (commercial) - 2
 - Property crimes - 15

Winchester Fire and Rescue

- Delivered 23 cots to the Armory for a temporary homeless shelter and completed safety inspections.
- Participated in the Chamber's Community Leadership Program, Public Safety Session, via Webex.
- Conducted COVID-19 Mental Health Planning for Emergency Services Personnel.
- Participated in a teleconference with Frederick County Fire and Rescue regarding glove and hood study results.
- Provided Personal Protective Equipment support for the Blood Drive at Parks and Recreation.
- Assisted the Winchester Emergency Management and Winchester Medical Center with the movement of an American Red Cross trailer to the Valley Health Campus related to COVID-19 support of operations.
- Conducted the weekly teleconference meeting with infectious disease officers.
- Continued working on origin and cause investigation for the Cameron Street fire - working jointly with the insurance investigator on areas that were not readily accessible during the initial scene examination.
- Assisted with child car seat inspection/installation.

| Police Activity | # |
|---|---------------|
| Calls for Service | 530 |
| Directed Patrols | 38 |
| Directed Patrols (OTW) | 6 |
| Extra Patrols | 150 |
| Extra Patrols (OTW) | 1 |
| Alarms/False Alarms | 27/26 |
| Crash Reports | 6 |
| Traffic Citations | 4 |
| Traffic Warnings | 1 |
| DUI/DWI | 0 |
| FOIAs Answered | 2 |
| Special Events Permits Received/ Approved | 0/0 43 YTD |

| Fire Activity | # |
|------------------|----|
| Fire | 2 |
| Overpressure | 0 |
| EMS/Rescue | 76 |
| Hazardous Cond. | 2 |
| Service Call | 6 |
| Mutual Aid Given | 3 |
| Good Intent | 3 |
| False Alarms | 4 |
| Special Incident | 0 |
| Plan Review | 1 |
| Reinspections | 0 |
| Inspections | 2 |

Emergency Management

- Participated in various pandemic update/planning conference calls with senior leadership, Virginia Department of Emergency Management, Virginia Department of Health, and Winchester Medical Center.
- Worked with the American Red Cross to support sheltering operations at the Winchester Medical Center.
- Conducted a site visit and planning conference call at the newly established homeless shelter at the Shenandoah University Armory building.
- Began to upload cost estimates into the Virginia Public Assistance portal for COVID-19 reimbursements from Federal Emergency Management Agency (FEMA) and the state.
- Provided daily situational reports to senior leadership regarding the COVID-19 pandemic.

Development Services

Zoning and Inspections

- Completed:
 - 41 building permit inspections and issued 26 building permits (\$221,482 valuation)
 - 53 code enforcement inspections and initiated 13 new cases
 - 2 new business reviews (0 Zoning User Permits general business, 2 Zoning User Permits home business)
 - 0 PDSP permits
- Removed 0 signs from the public right-of-way (YTD=89)
- Significant Projects:
 - 536 Jefferson St. (electrical work) - \$2,200,000.00
 - 516 Fremont St. (new family home) - \$115,000.00

| TYPE | Address | Description | Value |
|------|-------------------|------------------------|----------------|
| ELEC | 805 N LOUDOUN ST | REMODEL 20-569 | \$500.00 |
| MECH | 715 S CAMERON ST | REPLACE A/C & FURNACE | \$11,400.00 |
| PLBG | 516 FREMONT ST | NEW FIXTURES | \$3,100.00 |
| ELEC | 47 S CAMERON ST | REMODEL | \$1,000.00 |
| MECH | 516 FREMONT ST | NEW HVAC SYSTEM | \$5,000.00 |
| BLDG | 516 FREMONT ST | NEW SINGLE FAMILY HOME | \$115,000.00 |
| NGAS | 2611 STONEGATE DR | NEW APPLIANCES | \$1,200.00 |
| PLBG | 2611 STONEGATE DR | NEW FIXTURES | \$2,300.00 |
| ELEC | 536 JEFFERSON ST | REMODEL 19-3728 | \$2,200,000.00 |

| TYPE | Address | Description | Value |
|---------------|----------------------|---------------------------------|------------------|
| PLBG | 48 S PURCELL AVE | IRRIGATION SYSTEM | \$7,500.00 |
| PLBG | 419 W CECIL ST | REPLACE FIXTURES | \$4,200.00 |
| RREM | 2963 SORRELL CT | REMOVE NON-LOAD BEARING WALL | \$300.00 |
| TTS | 1460 UNIVERSITY DR | EMERGENCY HOMELESS SHELTER | \$0.00 |
| SIGN | 601 603 MILLWOOD AVE | DIRECTIONAL SIGN | \$2,000.00 |
| ELEC | 1805 S LOUDOUN ST | REPLACE METER SOCKET | \$1,500.00 |
| ELEC | 202 W BOSCAWEN ST | REMODEL 20-217 | \$7,865.00 |
| NRRM | 48 BELLVIEW AVE | DRYWALL REPLACEMENT | \$1,800.00 |
| PLBG | 48 BELLVIEW AVE | REPLACE FIXTURES | \$2,100.00 |
| NRRM | 801 FAIRMONT AVE | DIVIDE ROOMS AND INSTALL HEATER | \$3,000.00 |
| Totals | | | \$189,282 |

Arts and Vitality & Old Town

- Continued planning feasibility of opening the Old Town Farmers & Makers Market under COVID-19 restrictions.
 - Attended webinar provided by Virginia Cooperative Extension on "Expanding Food Safety Protocols in an Evolving Landscape."
 - Attended webinar provided by Virginia Farmers Market Association on "Getting Your Market Open & Keeping it Open During COVID-19."
 - Attended Virginia Department of Agriculture and Consumer Services conference call for farmers market managers to discuss guidance during COVID-19.
- Continued assisting Old Town merchants with establishing an Old Town To Go program
- Applied for Main Street Virginia business assistance funding

Economic and Workforce Development

- Attended virtual meeting of regional Economic Development partners to discuss current conditions and collaborative response.
- Conducted two site visits with businesses interested in Winchester as a location for operations.
- Attended virtual Board of Architecture Review meeting for Cameron Square development project .
- Participated in regional conference call to discuss Go Virginia applications.
- Processed additional 32 small business Disaster Relief Loan Program applications.
- Began the process of compiling information for a Winchester Small Business Recovery Program to assist Winchester businesses when the COVID-19 pandemic subsides.

Winchester/Frederick County Tourism

- Ramped up usage of our 360 degree camera; completing guided tours of Richard's Fruit Market (the blooming orchards and cattle) and Briede Family Winery (planting vines and prepping) this week. Added these to the collection of finished videos on [Facebook](#) and [YouTube](#).
- Added a page on our website for all of the 360 degree guided tours we have done in the past few weeks, with a direct link from the homepage. [Visit](#)
- Planning immersive 360 degree videos of local Winchester-area bands performing, with two lined up for next week, taking full social distancing precautions for us and all band members, to promote our local arts and further engage locals and potential visitors.
- Took part in numerous industry Zoom meetings throughout the week; consumer-level sentiment data continues to support that Winchester-Frederick County will be positioned very well once people start traveling again, with research indicating a strong desire for people to travel in the late summer/fall/winter this year, and looking for destinations that: are within 1-3 hour drive, feature small towns and beautiful natural surrounds, and are affordable.
- Virtually attended weekly Northern Shenandoah Valley COVID-19 Emergency Response Team meeting, with discussions surrounding the depletion of the SBA funds and other opportunities to share with local businesses and organizations, including continuing to promote supporting local restaurants.
- Visitor Center Travel Counselors have begun assisting Emergency Management with cutting out reusable filter media for cloth face masks.

Planning

- Continued email and phone dialog with the applicants and neighbors for the April 21 Planning Commission public hearing on the Meadow Branch Ave Apartments, Phase 2 PUD rezoning request. The legal ad encourages interested parties to use the [online public input form](#) instead of attending the meeting. Some written comments have already been received.
- Staffed the April 16 Board of Architectural Review (BAR) meeting which was the first Council-appointed board to make use of the emergency legislation adopted by City Council on April 14 allowing for remote participation and voting. Only the chairman was physically present in the Council Chambers. There were 3 public hearings scheduled including one for demolition of historic structures on the proposed Lynx Cameron Square project along the east side of N. Cameron St between E. Piccadilly Street and Baker Street. The demolitions were approved although there were concerns about trying to preserve the wall signs on the north side of the 226-230 N. Cameron Street building close to the CSX RR on Baker Street.
- Continued plan review and approval. Held WebEx sessions with developers on a pre-app basis for two large projects.
- Prepared small memorial just outside 3rd floor conference room (former City Manager office) for former City Manager Wendell Seldon who recently passed away.

Public Services

- Submitted pre-applications for Smart Scale funding to VDOT for five transportation projects. These proposed projects will be brought to City Council in June for consideration and approval to submit the formal applications that are due the first part of August.
- Progress continues on the HVAC system replacement at Handley Library.
- Replaced the valve for the elevated water storage tank at the end of Jefferson Street.

Utility Capital Improvement Projects (7/1/18-present)

| Measure | Past Week | Project Totals |
|---|-----------|----------------|
| Water mains replaced (linear feet) | 0 | 8,292 |
| Water service lines replaced (number) | 0 | 372 |
| Water meters replaced (number) | 12 | 4,571 |
| Sanitary sewer mains replaced/lined (linear feet) | 0 | 6,615 |
| Sanitary sewer laterals replaced (number) | 0 | 111 |
| Sanitary manholes replaced (number) | 0 | 42 |
| Sidewalks replaced (linear feet) | 0 | 39,697 |
| Sidewalks repaired (linear feet) | 0 | 123,835 |

| Division | Activity | Past Week | 2020 Year-to-Date Totals | Measurement |
|--------------------|--|-----------|--------------------------|-------------|
| Streets | Streets repaved | 0 | .80 | Lane miles |
| | Potholes repaired | 0 | 52 | # |
| | Mowing | 10.47 | 25.23 | Acres |
| | Miles of streets swept | 46 | 831.29 | Miles |
| | Tons of leaves hauled | 0 | 58.50 | Tons |
| Trees | Dead/diseased trees removed | 0 | 105 | # |
| | Trees trimmed | 0 | 524 | # |
| | Stumps removed | 0 | 135 | # |
| Traffic | Street signs Installed/replaced | 13 | 189 | # |
| | Pavement markings repainted (City) | 0 | 83 | Linear feet |
| | Pavement markings repainted (contractor) | 0 | 5,273 | Linear feet |
| Refuse & Recycling | Refuse collected | 134.41 | 1,923.57 | Tons |
| | Recycling collected | 62.54 | 516.266 | Tons |
| | Large item pickups | 0 | 47 | # |

| Division | Activity | Past Week | 2020 Year-to-Date Totals | Measurement |
|--|---|-----------|--------------------------|------------------|
| Transit | Total passengers | 832 | 30,628 | # |
| | Revenue miles pick up/drop off | 1,877 | 49,467 | Miles |
| | Revenue hours pick up/drop off | 184.30 | 4,698.79 | Hours |
| Utility billing | Payments processed | 1,823 | 21,246 | # |
| | New bills mailed out | 4,082 | 22,639 | # |
| | Water services turned off (non-payment) | 0 | 125 | # |
| Water treatment plant | Average daily water demand | 4.97 | 5.62 | Million gallons/ |
| | Peak daily water demand | 5.54 | 6.53 | day |
| Wastewater treatment plant | Average daily flow treated | 6.56 | 7.36 | Million gallons/ |
| | Peak daily flow treated | 7.38 | 17.21 | day |
| Water distribution and wastewater collection | Water main breaks repaired | 0 | 6 | # |
| | Water meters read | 1,155 | 24,717 | # |
| | Fire hydrants flushed | 0 | 0 | # |
| | Sewer mains cleaned | 170 | 40,688 | Linear feet |
| | After-hours call outs | 2 | 49 | # |
| Engineering | Site plans reviewed | 3 | 50 | # |
| | Floodplain permits issued | 0 | 16 | # |
| | Utility as-builts reviewed | 0 | 4 | # |
| | Right-of-way permits issued | 32 | 155 | # |
| | Land disturbance permits issued | 1 | 4 | # |
| | Stormwater facility inspections | 0 | 6 | # |
| | Erosion and sediment control inspections | 29 | 366 | # |
| | Erosion and sediment notices to comply | 0 | 0 | # |
| Facilities Maintenance | Work requests completed | 20 | 301 | # |
| | Special events assistance | 0 | 4 | # |
| | Maintenance of pedestrian mall | 17 | 396 | Staff hours |
| Equipment maintenance | Total repairs completed | 31 | 737 | # |
| Winchester Parking Authority | Work requests completed | 5 | 90 | # |
| | Special events - assistance provided | 0 | 2 | # |
| | Vandalism or property damage issues | 0 | 4 | # |
| | New monthly rentals | 0 | 53 | # |
| | Monthly rental cancellations | 0 | 60 | # |
| | Total monthly leases in all autoparks | +0 | 1,135 | # |
| | Available monthly spaces in all autoparks | -0 | 277 | # |
| | Hourly parkers (all four garages) | 145 | 29,647 | # |
| | Park-Mobile transactions | 32 | 9,459 | # |
| | Meter violations | 0 | 2,297 | # |

Social Services

- Received 106 Benefit Program applications: 50 SNAP, 43 Medicaid, 12 TANF, 0 VIEW, 1 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 0 Home Energy Assistance Program
- Provided case management to: 1,569 Medicaid, 4,011 SNAP, 60 TANF, 17 Auxiliary Grant, 24 individuals receive VIEW services, 55 families/96 children receive Child Care Subsidy Assistance, 322 Home Energy Assistance Program.
- Continued implementation of DSS-wide response to the COVID-19 pandemic. DSS operations will continue with a blend of telework and limited in-person interactions as required to ensure child and adult safety. We continue to monitor and implement changes to federal and state policy affecting the services we provide children and families. Essential functions have been maintained.
- Attended Suicide Explained: What Leads Someone To That Moment webinar.
- Discussed child abuse and neglect on City's [Rouss Review](#) podcast.

| Weekly Activity | # |
|--|---------|
| Clients walk-ins/drop-offs | 0/44 |
| Child Protective Service (CPS) referrals/case management load | 3/41 |
| CPS family assessments & investigations of alleged maltreatment | 49 |
| Placed "on notice" for foster care entry by JDRC | 7 |
| Children in/entered/exited foster care | 47/1/1 |
| Adoption subsidy cases/adoptions finalized | 45/0 |
| Benefit program fraud & overpayment referrals/investigations/recoupment claims | 1/16/91 |
| Family Service intakes/case management load | 3/8 |
| Adult Protective Service referrals/case management load | 0/5 |
| Adult Protective Service investigations/intakes | 13/4 |
| Adult guardianships/cases | 2/82 |
| Uniform Assessment Instrument screenings | 2 |
| Interstate Compact on the Placement of Children (ICPC) case management | 3 |

Parks & Recreation

- Launched Spirit Week #3 on Facebook.
- Continued the [Triple Q](#) challenge with a sports trivia quiz on Rugby. BMX is planned for the following week.
- Hosted a Blood Drive on April 16 in the Gym of the Active Living Center, creating separation from other portions of the building.
- Continued posting videos of classes and programs on social media and the website with help from Communications staff. [Watch](#)

Communications

- Distributed the April 15 CitE-News issue. [View](#)
- Handled 2 media requests for City information and staff interviews; 4 inquiries.
- Finalized production of the Park's [Chair Yoga](#) with John & Beth, [Drawing](#) with Clive Turner, [Disc Golf](#) with Derrick Cowles, and [Drums](#) with Kimmon Waldruff videos for social media.
- Edited and posted the Park's second [Triple Q](#) video.
- Published a "Plant Your Own Victory Garden" campaign to the [Jim Barnett Park Facebook page](#). Campaign is a partnership between the Park and the Northern Shenandoah Valley Master Gardeners Association and the Virginia Cooperative Extension.
- Edited video for the Police Department's next DEFROST podcast bonus content. Video will show the scene of the crime on Peyton Street.
- Wrote and produced the latest episode of the [Rouss Review](#) [podcast](#) which features Department of Social Services Family Services Specialist Candace Veney, who chats with Barry Lee about child abuse and neglect.
- Created a video with photos and quotes from volunteer firefighters to celebrate National Volunteer Week next week.
- Updated the Child Supervision Recommendations brochure and created a Spanish version. Added English and Spanish information to the [WDSS web page](#).
- Updated [Strategic Plan 2019 accomplishments](#) on the website.
- Added web pages on Winchester history to website: Spottswood Poles and Daniel Morgan. More coming soon. [View](#)

| 311 Requests Received | # |
|-----------------------------------|----------|
| FOIA | 3 |
| New Recycling Bin | 4 |
| Missed Trash/Recycling Collection | 1 |
| Trash on Property | |
| City Tree Issue | |
| Traffic Signal Issue | |
| Dead Animal in Road | |
| Ask a Question | |
| Innovation Idea | 1 |
| Pothole | |
| Street Light Out | |
| Tall Grass | 1 |
| Water/Sewer Service | |
| Citibot | 2 |
| Total/YTD | 12/139 |

| Date | Articles in <i>The Winchester Star</i> |
|------|--|
| 4/10 | Fire victims grateful for rescue |
| 4/11 | Second person arrested for alleged carjacking |
| | Local officials plan for worst case scenario |
| 4/13 | Facing revenue losses, Winchester may open line of credit |
| 4/14 | Drawing puts 4 School Board seats on ballot for November 3 |
| | Roadside marker honoring Poles in place |
| 4/15 | Carjacking defendants suspected in home invasion |
| | Your Views: Temporary shelter has board's support |
| | Pandemic may delay Shihadeh Center completion |
| 4/16 | City Council reduces budget proposal for FY21 |
| 4/17 | City Council on the hook for hefty tax refund |
| | Police officer appeals wrongful death lawsuit ruling |

Support Services

Innovation & Information Services

- Continued project meetings with vendors for Internet Redundancy.
- Started process for EMS Call data GIS dashboard with associated demographic data.
- Started developing application in GIS Portal for Public Services Engineering division to add right of way permit locations within the city limits.
- Continued working on configuring weather dashboard for the Emergency Operations Center.
- Began changes to Commissioner of the Revenue Personal Property registration form.

| Help Desk Requests | Count | Closed |
|----------------------|-------|--------|
| Account Management | 0 | 6 |
| Applications | 3 | 7 |
| GIS | 0 | 1 |
| Hardware | 3 | 4 |
| Information Only | 0 | 1 |
| Infrastructure | 0 | 3 |
| No Action Required | 1 | 5 |
| Not Assigned | 8 | 0 |
| Procurement/Disposal | 0 | 0 |
| Reporting | 1 | 0 |
| Research | 0 | 0 |
| Total | 16 | 27 |

